Strategic Systems Technology, Inc.

Staffing Requirement

08-05-03

Labor Category: **Technical Writer/Editor**
Position Number: SSTI-01-11
Number of Positions: 2
Desired Start: ASAP
Program/Project: 1S-001
Location: Landover, MD
Manager: Stockley

Task Description/Responsibilities:

- Performs research, write, publish, and control configuration of manuals/ documentation for equipment, system operation, and maintenance.
- Ensures all CDRLs are published in the correct style and format.
- Incorporates data into technical documents.
- Prepares preliminary editions of manuals for Government review.
- Receives and incorporates comments and corrections.
- Produces final editions of manuals.

Minimum Qualifications:
Education:

- Min. AA; BS/BA preferred

Experience:

- Minimum 4 yrs experience in the preparation, review, revision, certification and controlling of DoD technical publications. Work must demonstrate candidate's level of technical knowledge and journalistic abilities required to effectively produce publications by singularly writing substantial technical documents, developing illustrations, controlling technical documents; and interpreting/ summarizing technical documents.

Specific Experience Requirements:

- Minimum 4 yrs generating technical documents supporting a DoD C4I Software Development or Systems Engineering Project. Candidate must be familiar with Government technical manual standards. Write and/or edit facility requirements documents, site installation plans, users manuals, meeting minutes, processes, briefings, and provide graphic support.
- Must be able to work independently and research information.
- Must have great organizational skills and good interpersonal skills.
- Must have a strong working knowledge of producing Government documentation, handling classified information, document production, and records management.
- Must be skilled in MS Word, Excel, PowerPoint, Photoshop, and Claris (or similar drawing tool).
- Required (Essential Skills Exp): 4 yrs. technical writing/editing/proofing; 3 yrs. progressive work with demonstrated level of knowledge; proficient in use of personal computers; singularly wrote substantial technical documents; 3 yrs. prep, review, revision certification & controlling technical publications; generated a minimum of two technical documents supporting SW development project.

Security Clearance:

- Current TS/SCI - TS/SCI with current CI or LS Poly preferred.

Send detailed resume and salary requirements to: humanresources@strategic-systems-technology.com

Resume Format and Employment Application can be found at: www.strategic-systems-technology.com